PHILADELPHIA UNIVERSITY
APPLICATION FOR REPLACEMENT DIPLOMA

1. **Graduate must indicate in writing (see below) that the original diploma was lost, stolen or destroyed without his/her permission. This statement must be signed, dated and notarized. A check or money order in the amount of $50 made payable to Philadelphia University must accompany this request.**

2. **After verifying graduation information, the Office of Academic Affairs will order a replacement diploma with the original name, degree and date of graduation. The process usually takes approximately four weeks.**

N.B. The University discourages the practice of ordering replacement diplomas because a copy of the graduate's official transcript can be obtained from the Registrar's office.

SSN: _____

NAME:_____
Last First Middle

ADDRESS: _____

_____
City State Zip

TELEPHONE: _____
Area Code

DATE OF GRADUATION: _____
Month Day Year

MAJOR: _____

DISPOSITION OF ORIGINAL DIPLOMA: _____

_____

REASON FOR REPLACEMENT: _____

_____

NOTARY'S SEAL:

_____
Graduate's Signature Date

_____
Notary's Signature Date